

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Purchase Order Approval (Staff recommends approval).

REQUESTED ACTION: Approve Purchase Orders

☐ Work Session (Report Only)

DATE OF MEETING: 9/13/11

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Financial Services

BUDGET IMPACT:

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☐ N/A

HISTORY/FACTS/ISSUES:

PO Number	PO Amount	Vendor Name	PO Description
54190	\$25,333.31	Willis of Florida, Inc.	Employee Benefits Consulting & Brokerage Services and Actuarial Services
54357	\$44,063.24	Architecture Studio, Inc	Sumter County ADA Transition Plan/Assessment Report
54432	\$100,000.00	Citrus County BOCC	Advancement to Citrus County for October Housing Assistance Payments for the Section 8 Program transfer as stated in the Memorandum of Understanding

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54190

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

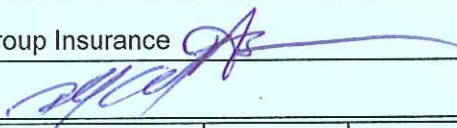
TO


☐

☐ **DATE** August 30, 2011

DEPT. _____

Willis of Florida, Inc.
3000 Bayport Drive, Suite 300
Tampa, FL 33607

☐ **BY** Group Insurance 

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
501-590-591-3100			Employee Benefits Consulting & Brokerage Services		
		1	Invoice # 65503 - Installment 1 of 12	5,333.33	5,333.33
		1	Invoice # 65504 - Installment 2 of 12	5,333.33	5,333.33
		1	Invoice # 65505 - Installment 3 of 12	5,333.33	5,333.33
		1	Invoice # 65517 - Installment 4 of 12	5,333.33	5,333.33
			Actuarial Services		
		1	Invoice # 65502 - Installment 1 of 12	1,333.33	1,333.33
		1	Invoice # 65506 - Installment 2 of 12	1,333.33	1,333.33
		1	Invoice # 65516 - Installment 3 of 12	1,333.33	1,333.33
			TERMS:	TOTAL	

BOARD OF SUMTER COUNTY COMMISSIONERS 25,333.31

DELIVER TO: _____


AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

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CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY:  **OFFICER OR DEPT. HEAD** **DATE:** 8-30-11

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-801262366C-3.

3000 Bayport Drive Suite 300 * Tampa, FL 33607

Invoice Date 07/29/11□
 Invoice No. 65503
 Bill-To Code 3SUMTCOU
 Client Code 3SUMTCOU
 Inv Order No. 3*70263□

Amount Remitted: \$

Make checks payable to: Willis of Florida, Inc. ☐

*Premiums Due and Payable on Effective Date

Willis is a member of a major international group of companies. In addition to the compensation received by Willis from insurers for placements of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by Willis' corporate parent or affiliates), may earn and retain usual and customary commissions for their role in providing insurance products or services to clients under their separate contracts with insurers or reinsurers. On October 21, 2004, we announced that we would discontinue contingencies in North America immediately and in other countries in which we operate by the end of the year. For any placements that were made prior to October 21, 2004, it is possible that Willis or its corporate parents or affiliates, earned contingent payments or allowances from insurers based on factors which are not client-specific, such as size or performance of an overall book of business produced with an insurer by Willis, its corporate parents or affiliates. Upon written request, Willis will provide information regarding the compensation received by Willis or by its corporate parents or affiliates. Prior to its merger with Willis, HRH accepted contingent compensation on certain of its clients' accounts; these contingents will be phased out over three years, and no contingents will be accepted on any new brokerage clients or business generated after the October 1, 2008 acquisition.

Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

----- INVOICE -----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 07/29/11
Invoice No. 65504
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70264

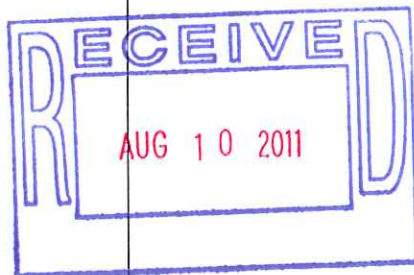
Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
07/01/11	06/01/11 to 06/01/12	HRH of Tampa Policy No. FILCO Installment - Employee Benefits Fee Installment 2 of 12 Employee Benefits Consulting and Brokerage Services If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65504	5,333.33 Amount Due: 5,333.33



*Premiums Due and Payable on Effective Date

Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

----- INVOICE -----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 07/29/11
Invoice No. 65505
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70265

Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
08/01/11	06/01/11 to 06/01/12	HRH of Tampa Policy No. FILCO Installment - Employee Benefits Fee Installment 3 of 12 Employee Benefits Consulting and Brokerage Services If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65505	5,333.33 Amount Due: 5,333.33



*Premiums Due and Payable on Effective Date

JBISC Page: 1

INVOICE COPY

Willis is a member of a major international group of companies. In addition to the compensation received by Willis from insurers for placements of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by Willis' corporate parent or affiliates), may earn and retain usual and customary commissions for their role in providing insurance products or services to clients under their separate contracts with insurers or reinsurers. On October 21, 2004, we announced that we would discontinue contingencies in North America immediately and in other countries in which we operate by the end of the year. For any placements that were made prior to October 21, 2004, it is possible that Willis or its corporate parents or affiliates, earned contingent payments or allowances from insurers based on factors which are not client-specific, such as size or performance of an overall book of business produced with an insurer by Willis, its corporate parents or affiliates. Upon written request, Willis will provide information regarding the compensation received by Willis or by its corporate parents or affiliates. Prior to its merger with Willis, HRH accepted contingent compensation on certain of its clients' accounts; these contingents will be phased out over three years, and no contingents will be accepted on any new brokerage clients or business generated after the October 1, 2008 acquisition.



Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

-----INVOICE-----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 08/01/11
Invoice No. 65517
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70266

Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
09/01/11	06/01/11 to 06/01/12	HRH of Tampa Policy No. FILCO Installment - Employee Benefits Fee Installment 4 of 12 Employee Benefits Consulting and Brokerage Services If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65517	5,333.33
		Amount Due:	5,333.33

*Premiums Due and Payable on Effective Date

Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

-----INVOICE-----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 07/29/11
Invoice No. 65502
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70251

Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
07/14/11	07/14/11 to 07/14/12	HRH of Tampa Policy No. ASCF New - Employee Benefits Fee Installment 1 of 12 If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65502	1,333.33 Amount Due: 1,333.33



*Premiums Due and Payable on Effective Date

Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

----- INVOICE -----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 07/29/11
Invoice No. 65506
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70252

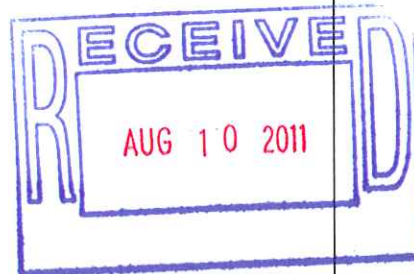
Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
08/14/11	07/14/11 to 07/14/12	HRH of Tampa Policy No. ASCF Installment - Employee Benefits Fee Installment 2 of 12 If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65506	1,333.33 Amount Due: 1,333.33



*Premiums Due and Payable on Effective Date



Willis of Florida, Inc

3000 Bayport Drive Suite 300 * Tampa, FL 33607

-----INVOICE-----

Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785

Invoice Date 08/01/11
Invoice No. 65516
Bill-To Code 3SUMTCOU
Client Code 3SUMTCOU
Inv Order No. 3*70253

Named Insured: Board of Sumter County Commissioners

Amount Remitted: \$

Please include invoice number with your payment

Make checks payable to: Willis of Florida, Inc

Effective Date	Policy Period	Coverage Description	Transaction Amount
09/14/11	07/14/11 to 07/14/12	HRH of Tampa Policy No. ASCF Installment - Employee Benefits Fee Installment 3 of 12 If you should have any questions regarding this invoice please contact Jim Powell at (813) 261-7971. Invoice Number: 65516	1,333.33 Amount Due: 1,333.33

*Premiums Due and Payable on Effective Date

JBISC Page: 1

ORIGINAL INVOICE

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PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54357

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

August 17, 2011

Architecture Studio, Inc
114 S Magnolia Ave
Ocala FL 34471

DATE

DEPT. Facilities Development

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	100-519-3100		PO# 54357 Sumter County ADA transition plan/assessment report Quote dated August 16, 2011 attached Vendor is on contract to provide on-call services Contract period Sept 11, 2007 to Sept 10, 2011	44,063.24	44,063.24
TERMS:				TOTAL	44,063.24

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

**NOTE: ONLY ORIGINAL INVOICES
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BY: OFFICER OR DEPT. HEAD DATE:

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4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

August 16, 2011

douglas.conway@sumtercountyfl.gov

Doug Conway
Facilities Development Office
319 E. Anderson Avenue
Bushnell, FL 33513

Re: **Revised** Sumter County ADA transition plan/assessment report

Please accept this Proposal on behalf of Architecture Studio, Inc. (Architect) as defining our commitment to provide Architectural Services.

ARCHITECTURAL SCOPE OF WORK

Our office will visit the prescribed project locations and provide a report that will review and assess various buildings and their compliance with current ADA accessibility codes and regulations to include the requirements of Section 504 and provide the ADA transition plan. This study will review compliance of access barriers by indicating what existing conditions deviate from current State and Federal accessibility standards. For each identified barrier, the ADA Compliance Assessment will cite the code sections and requirements from the ADA Accessibility Guidelines (ADAAG) as well as Current Florida building Code Chapter 11, "Florida Accessibility Code for Building Construction." This transition plan in conjunction with Owner's input and comments will provide the following:

- Identifies physical obstacles in the County's facilities that limit the accessibility of its programs or activities to individuals with disabilities.
- Assesses the extent of architectural barriers to program accessibility on site and within facilities operated by the County.
- Describes the proposed methods of mitigation to make the facilities accessible.
- Prioritize the projects to make sure that they are completed in your preferred order.
- Set priorities for physical or architectural barrier elimination.
- Specify the steps required to achieve compliance by scheduling the corrective action.
- Indicate the official responsible for implementing the plan

Report Production:

The following information for each barrier will be incorporated in the ADA Compliance Assessment Report for each facility in a written narrative format as follows:

- Area/location of the barrier as a narrative
- Description of the barrier violation with code citation, specifying the applicable sections in the State accessibility regulations

The LEED Green Building Rating System is the nationally accepted benchmark for the design, construction, & operation of high performance green buildings.



- Detailed description of proposed solution and, if applicable, an alternative or interim solution
- Severity of individual barriers (1=severe, 2=difficult, 3=moderate, 4=mild)

ARCHITECTURAL FEES

The fee for this project shall be fixed at \$44,063.24

See attached ADA Compliance Assessment project spreadsheet for itemized cost.

NOT INCLUDED

This report does not include floor plans, elevations, photographs or cost analysis. These services can be provided at an additional cost.

REIMBURSABLE INFORMATION

We shall provide three (3) signed and sealed sets of reports and check sets during the process at no cost. Additional copies shall be at an additional cost to the Owner.

SCHEDULE

We will start work immediately upon acceptance by The Sumter County Board of County Commissioners and anticipate report completion by September 30, 2011.

Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA, AR95439
Architect, Senior Partner

Attachments:

ADA Compliance Assessment project spreadsheet

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54432

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

Citrus County BOCC
Housing Services
2804 West Marc Knighton Court
Lecanto, FL. 34461-8334

DATE August 18, 2011

DEPT. Housing

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
107-133000			Advancement to Citrus County for October Housing Assistance Payments for the Section 8 Program transfer as stated in the Memorandum of Understanding		
			NRA Program funds		\$50,000.00
			UNA Admin funds		\$50,000.00
TERMS:				TOTAL	\$100,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

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BY:  DATE: 8/25/11

OFFICER OR DEPT. HEAD

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**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Approve and Execute Resolution and Memorandum of Understanding (MOU)
Regarding Transfer of the Section 8 Housing Choice Voucher Program to Citrus
County, Florida (Staff recommends approval).

REQUESTED ACTION: Approve Resolution and MOU.

☐ Work Session (Report Only) **DATE OF MEETING:** 8/9/11
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity:

Termination Date:

Housing Department

BUDGET IMPACT: \$184,000.00 reduction

☐ Annual

FUNDING SOURCE:

U.S. Department of Housing and Urban
Development (HUD)

☐ Capital

EXPENDITURE ACCOUNT:

107-550-554-

☐ N/A

HISTORY/FACTS/ISSUES:

Sumter County began receiving funds in 1975 for the Section 8 Housing Choice Voucher program. HUD has steadily decreased administrative funds which pay to run the program. On May 24, 2011, the BOCC approved transferring the program to Citrus County for the following reasons:

- Response to uncertainty in the continued Federal funding of the program;
- Planned reorganization of the County's Housing Department to reduce staff from three positions to one position in FY 11/12; and
- Refocus the County's housing program on local funding provided through mitigation of large development projects (i.e. Development of Regional Impact), increased coordination with private sector housing providers and other social service agencies, and sale of properties obtained by the County through the code enforcement process.

On July 12, 2011 the Citrus Board of County Commissioners agreed to accept the transfer of the voucher program beginning October 1, 2011. This transfer would place all administrative responsibility under the direct control and supervision of Citrus County. The attached Resolution and MOU outline all transfers and responsibilities between Sumter and Citrus Counties. The HUD field office and Citrus County have approved all documentation attached. HUD will finalize transfer of the voucher program upon receipt of the executed Resolution and MOU.

Staff requests approval and execution of the Resolution with attached MOU.

APPROVED

August 9, 2011

RESOLUTION NO: 2011-35

RESOLUTION AUTHORIZING PERMANENT DIVESTITURE OF AND TRANSFER TO CITRUS COUNTY HOUSING SERVICES, THE ENTIRE ONE HUNDRED THIRTY TWO BASELINE UNITS OF SECTION 8 HOUSING CHOICE VOUCHER ASSISTANCE IN CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT A-3390 SUMTER COUNTY FL117; SUMTER COUNTY REQUESTS CITRUS COUNTY HOUSING SERVICES FL147 TO CONTINUE ASSISTING SUMTER COUNTY RESIDENTS AND MAINTAIN THE CURRENT WAITING LIST

WHEREAS, the total housing choice voucher (Section 8) allocation for Sumter County Florida is 132 vouchers; and

WHEREAS, as a result of diminishing funding allocations and the planned reorganization of the Housing Department, administration of a minimally sized Section 8 housing choice vouchers is infeasible; and

WHEREAS, Sumter County will deliver/transfer to Citrus County Housing Services the total budget authority on hand and accumulated Net Restricted Assets (NRA) and Unrestricted Net Assets (UNA) as described in the attached Memorandum of Understanding (MOU) to assure there will be enough funding to continue operations uninterrupted; and

WHEREAS, Sumter County is bound by fair housing requirements therefore will transfer this duty to Citrus County Housing Services; and

WHEREAS, Sumter County will notify owners and participants of the transfer no later than 30 days after approval; and

WHEREAS, new Housing Assistance Payment Contracts will be executed with the existing owners reflecting the name of Citrus County Housing Services no later than the family's next annual recertification date; and

WHEREAS, Sumter County agrees to allow current and future vouchers for Sumter County residents issued by Citrus County Housing Services to be used in accordance with the attached MOU; and

WHEREAS, Sumter County also requests Citrus County Housing Services to maintain the current waiting list until all families have been assisted at which time the waiting list would be eliminated; and

NOW THEREFORE BE IT RESOLVED, that effective October 1, 2011, Sumter County hereby permanently divests and transfers the 132 Housing Choice Vouchers in the Consolidated Annual Contributions Contract A-3390 SUMTER COUNTY FL117.

This resolutions is effective only upon approval by the United States Department of Housing and Urban Development (HUD) of the request for transfer and permanent divestiture of the 132 Housing Choice Vouchers ACC A-3390 Sumter County FL117.

PASSED AND ADOPTED by the Board of Sumter County Commissioners this 9th day of August, 2011.

Board of Sumter County Commissioners

Don Burgess, Chairman

ATTEST:



[Signature]

MEMORANDUM OF UNDERSTANDING BETWEEN THE SUMTER BOARD OF COUNTY
COMMISSIONERS AND CITRUS BOARD OF COUNTY COMMISSIONERS REGARDING
TRANSFER OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FROM THE
SUMTER COUNTY HOUSING DEPARTMENT (FL117) TO THE CITRUS COUNTY
HOUSING SERVICES (FL147)

This Agreement is entered into between the Sumter Board of County Commissioners (SBOCC) and the Citrus Board of County Commissioners (CBOCC) for facilitative assistance in the transfer of the Section 8 Housing Choice Voucher program with an Annual Contributions Contract of 132 vouchers from the Sumter County Housing Department (FL117) to the Citrus County Housing Services (FL147).

Whereas, the Sumter County Housing Department has administered the Section 8 Housing Choice Voucher program since 1975; and

Whereas, as a result of diminishing funding allocations and planned reorganization of the Sumter County Housing Department, administration of a minimally sized Section 8 housing choice voucher program is infeasible; and

Whereas, Citrus County Housing Services has agreed to the administration of Sumter County's 132 vouchers in order to ensure Sumter County residents continue to receive adequate and appropriate housing assistance;

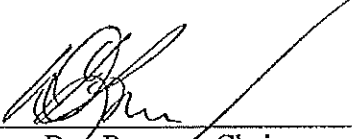
Now, therefore, it is mutually agreed as follows:

Services provided by SBOCC:

1. Provide working space for Citrus County Housing Services staff when in Sumter County, including a desk, chair, printer, phone, copier and scanner, desktop computer, internet access and typical desktop supplies.
2. A desktop computer will be transferred to Citrus County Housing Services inventory and removed from Sumter County Housing Department inventory for use at the office space as stated above.
3. Provide necessary storage of files for Sumter County participants, applicants and landlords in a secure location as required by the U.S. Department of Housing and Urban Development (HUD).
4. Send an Electronic Funds Transfer (EFT) in the amount of \$100,000 by September 15, 2011 to Citrus County to be used for the issuance of HAP payments on behalf of the Sumter County participants beginning October 1, 2011.
5. Sumter County will submit all necessary 50058's as required for November 1, 2011.
6. The balance of all Net Restricted Assets (NRA) and Unrestricted Net Assets (UNA) will be paid by EFT to Citrus County on or before January 1, 2012. This will allow Sumter County the opportunity to close out the Fiscal Year ending September 30, 2011.
7. Sumter County will be responsible for the annual Financial Assessment Submission System (FASS) unaudited and audited submission to HUD for fiscal year October 1, 2010 through September 30, 2011.
8. Section 8 Housing Choice Voucher program administrative plan, policies and procedures will be eliminated October 1, 2011.

Services provided by CBOCC:

1. Administer the Section 8 Housing Choice Voucher program on behalf of all Sumter County participants beginning October 1, 2011.
2. Citrus County Housing Services administrative plan, policies and procedures will become effective October 1, 2011 for all Sumter County participants and waiting list applicants.
3. Remit a completed HUD 52665 form to all Housing Authorities (HA's) for families that have transferred to Sumter County to change payment information in order for Citrus County to be paid by the HA's.
4. Remit a completed HUD 52665 form to all Housing Authorities (HA's) for families that have transferred out of Sumter County to change payment information in order for Citrus County to pay the HA's.
5. Issue payment to all landlords for Sumter County participants, including transfers, in and out of Sumter County.
6. Participants will have the option to remain in Sumter County if they so desire.
7. Keep a separate waiting list for Sumter County applicants that is to be used when a voucher becomes available due to attrition or additional funding. The applicants will be eligible for assistance in a unit located in Citrus County only.
8. When the waiting list for Sumter County is exhausted and vouchers are available, they will become Citrus County vouchers and will be used accordingly.
9. As of October 1, 2011, Citrus County will be responsible for all reporting to HUD, including, but not limited to, VMS and any other requirements deemed necessary.
10. Citrus County will be responsible to submit 50058's for any action that begins in December 1, 2011.
11. Citrus County will be responsible for all FASS auditing submissions beginning October 1, 2011.



Signature – Don Burgess, Chairman
Sumter County Board of Commissioners

Signature – Dennis Damato, Chairman
Citrus County Board of Commissioners


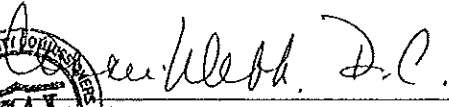
AUG 09 2011

Date

Date

Attested:

Attested:

Clerk of Court – Sumter County

Clerk of Court – Citrus County